

INSTRUCTIONS FOR DEVELOPING SPECIAL PROVISIONS

The following guidelines shall be used when preparing Special Provisions in accordance with BDC99PR-008 and BDC00S-8.

DESIGN CONSULTANTS

1. There will now be four SI templates for which to prepare separate submissions with inserts, SI98DOT2 ROADWAY, SI98DOT2 BRIDGE, SI98DOT2 ELECTRICAL, SI98DOT2 UTILITY.
2. This does NOT represent a change in the manner in which the Designer prepares specifications; the only change will be in the distribution of each submission to four separate Specification Development Group (SDG) units.
3. The Designer is still required to coordinate with all other DOT units, in addition to the four SDG units, for input in the development of the Designer's submissions.
4. **Do not resubmit an insert from the previous submission unless requested to revise the majority of the insert. Minor changes (30 words or less) are to be clearly marked on the Project SI with electronic inserts, only as required, for new information.**

ALL NJDOT UNITS (SUBJECT MATTER EXPERTS)

Initial Design Submission

1. Advise the Designer of any proposed items not covered by a Standard Specification.
2. Advise the Designer if any proposed non-standard items or specification changes are inappropriate or require submittal of further justification.

Design Development

1. Review and recommend approval for any non-standard items/specifications.
2. Provide the Designer with:
 - Technical guidance
 - Electronic files for further development by the Designer may be forwarded.
 - Electronic files not requiring revisions, forward only a hard copy, (with the electronic file forwarded directly to the appropriate SDG).

Final Design and Verification Submission Reviews

1. Provide any specification related comments to the assigned Quality Assurance Team Leader (QATL).

NJDOT SPECIFICATION DEVELOPMENT GROUPS

Initial Design Submission and Design Development

1. Advise the Designer of any proposed items not covered by Standard Specifications.
2. Advise the Designer if any proposed non-standard items or specification changes are inappropriate or require submittal of further justification.
3. Review and recommend approval for any non-standard items/specifications.
4. Provide the Designer with technical guidance.

Preliminary Design Submission

1. Review submission for completeness and advise Project Manager (cc: QATL) if additional information is missing or required.
2. Insure that every item within their jurisdiction is covered by either a standard or non-standard specification.
3. Download from the QM (BQMS) shared drive the latest version of their respective SI template.
4. Review the Designer's inserts and make any changes or corrections needed to incorporate the inserts along with any other decisions made by the SDG in order to develop their respective portion of the Project SI.
5. Shade gray and strike through any area of the template not applicable to the project (see attached SI Computer Guide).
6. Insure that all tabs, fonts, styles, letter sizes etc. remain as indicated in the Template and as per Instructions to Designers noted in latest BDC on SI's.
7. Complete information in top portion of the Template, Project Manager, dates, filenames etc., and provide Header and Footer titles.
8. Send the respective QATL one hard copy of the Project SI with written comments received by the date indicated in the submittal letter. Comments should indicate any major revisions or additions the SDG has made to the Designer's inserts.

Final Design Submission

1. Review and incorporate any changes noted by the Designer on the Project SI, including new inserts and information from the latest plans.
2. Update the project SI and forward as noted in the steps under Preliminary Design Submission above.

Final Comment Resolution and Designer's PS&E Development

1. Provide updated Project SI if requested.

DPSE Submission and Verification Review(s)

1. BPSS-Estimates shall provide the respective SDG with any respective data changes with BPSS's verification to QATL (BPSS originally provides the data to the SDG and Designer from the estimates BPSS developed with the Preliminary and FDS review).
2. With the final verification sign off the Utility, Bridge and Electrical SDG shall send an electronic file of the completed portion of the Masters (one combined electronic file from TSSE and ITS) to the assigned Roadway SDG (respective QATL or Geometric/Production Section). The completed electronic file shall include all corrections, the hidden and shaded text deleted, and shall contain no section or page breaks.

Masters

1. After the certified electronic files have been received by the assigned Roadway SDG, and the QATL has certified the project to proceed, the SDG will prepare the Master Special Provisions for transmittal to the Project Manager. The latest wage rate references from the Bureau of Contract Administration will be incorporated by the SDG at this time.
2. Any changes from the final verification comments and the QA Certification that affect the Special Provisions will be incorporated by the assigned Roadway SDG with coordination through the other SDG(s) as required.

SI COMPUTER GUIDE

RECOMMENDED PROCEDURE FOR MARKING AND DELETING TEXT FROM PROJECT SPECIFIC SI BEFORE MASTERS ARE PRINTED. THESE GUIDES ALLOW FOR ONE STEP PROCESS AT THE END, INSTEAD OF REMOVING SELECTION BY SELECTION

SETTING COMPUTER

1. TOOLS
CUSTOMIZE
COMMANDS
UNDER “CATEGORIES” SELECT “ALL COMMANDS”
UNDER “COMMANDS” SELECT AND DRAG UP TO A PLACE ON THE TOOLBAR:
 - A. “SHADING COLOR” ICON
 - B. TOOLS REVISION MARKS TOGGLE ICON (TRACK CHANGES)

ADDITIONAL ICONS CAN BE ADDED TO THE TOOLBAR TO CUSTOMIZE OTHER SHORTCUTS,

2. TOOLS
OPTIONS
TRACK CHANGES
“DELETED TEXT”
(CLICK ON) “STRIKETHROUGH” AT “MARK”
(CLICK ON) OK

PROJECT SPECIFIC SI MARKING

1. (CLICK ON) “TRACK CHANGES” ICON
SELECT TEXT FOR PROPOSED DELETION (SHIFT-DOWN & ARROW OR MOUSE)
(CLICK ON) AND SET SHADING COLOR ICON TO 20% GRAY. KEEP THE SAME TEXT SHADED
(HIT) “DELETE” KEY
YOU WILL SEE ALL THE LINES YOU SHADED HAVE A “STRIKETHOUGH”
2. IF YOU ARE GOING TO CONTINUE SHADING KEEP THE “TRACK CHANGES” ICON ON IF NOT, TURN IT OFF AND CONTINUE TO EDIT THE TEMPLATE
3. WHEN YOU WANT TO SHADE AGAIN, (CLICK) BACK ON THE “TRACK CHANGES” ICON AND REPEAT STEP 1 ABOVE

DELETING WHEN PREPARING FOR MASTERS

(CLICK) TOOLS
AT “TRACK CHANGES”
(CLICK ON) ACCEPT OR REJECT CHANGES
(CLICK ON) ACCEPT ALL
(CLICK) YES
(CLICK) CLOSE

TO REMOVE STRIKETHROUGH ON TEXT THAT IS NOT TO BE DELETED

SELECT TEXT
(CLICK ON) TOOLS SHADING ICON (CLICK ON) “WHITE”
AT “TRACK CHANGES”
(CLICK ON) ACCEPT OR REJECT CHANGES
(CLICK ON) REJECT
AT “CONTINUE SEARCHING” (CLICK ON) “NO” OR “CANCEL”
(CLICK ON) CLOSE